



City of Lemon Grove

Invites Applications for:

SR. MANAGEMENT ANALYST

\$5,872.52 - \$7,501.85 per month

THE POSITION:

The **Sr. Management Analyst** position will serve as a key partner in the leadership of the Public Works Department that includes the following divisions: Building, Code Enforcement, Facilities, Grounds, Planning, Sanitation, Storm Water, and Streets. Each day will be fast paced, dynamic and will challenge you to become a better public servant. You must have a leadership style that leads from the front while also demonstrates that you can actively participate as a great team member to support, teach, coach and mentor those around you.

When you come to Lemon Grove, you must have an open mind and not be afraid to take calculated risks in the spirit of innovation! The small number of City staff often makes the day-to-day operations feel like a close-knit family that actually has fun while you work.

And let's not forget the benefits that come with this position, most notably being a four-day workweek! But, during those four days, you can expect to:

- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and activities.
- Assume operational authority over projects, services, or administrative operations.
- Represent the City at regional meetings with other public agencies, non-profit groups, residents, and the school district.
- Be the difference maker and show everyone that you are here at Lemon Grove to provide the best service to its residents, businesses and guests!
- Prepare independent studies, reports and responsive letters to request received by the City.
- Prepare and monitor program grants and related proposals; monitor compliance with applicable contracts and/or agreements.
- Research, write and prepare visual presentations for the City Council, public workshops, or regional meetings.
- Last but not least, have fun! Know that you are joining a group of dedicated and motivated employees that want to raise the level of service to its community.

Why are you the perfect fit? If you strive to be a collaborative problem solver, desire to create innovative solutions that meet the community's needs, and express your confidence as a professional public servant that communicates well all across the organization and community.....then look no further and apply today.

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field; five (5) years of increasingly responsible administrative/analytical experience, preferably in a municipal government environment, including two (2) years in a supervisory capacity; and a valid Class C California driver's license.

The ideal candidate will be able to: provide highly responsible and complex management support in the planning, analysis, coordination, and conduct of operating programs.

COMPENSATION & BENEFITS:

- **\$70,470.27 - \$90,022.14 per year, DOQ;**
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (11) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- 25 hours of Executive Leave at the start of each fiscal year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$750 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by **5:00 p.m., Monday, May 23, 2022.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

CITY OF LEMON GROVE
SR. MANAGEMENT ANALYST *(Continued)*

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove.

A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

04/25/22 – Revised

The City of Lemon Grove is an EEO/AA/ADA employer.
The provisions of this bulletin do not constitute an expressed or implied contract and
any provision may be modified or revoked without notice.